



Congressionally Directed Spending (CDS) Construction Projects FY24 Post-Award Webinar

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Vision: Healthy Communities, Healthy People



Agenda

- The Role of the GMS
- Your Notice of Award
- Budget and other conditions
- Prior Approvals
- Federal Financial Reporting Requirement
- EHB/PMS Technical Assistance



Today's
AGENDA

Role: Grants Management Specialist (GMS)

- Business management and other non-programmatic aspects of an award.
- Ongoing consultation and technical assistance to recipients on award administration policies and procedures
- Primary point of contact for the recipient when dealing with awards administration issues
- Issues NOAs
- Reviews and monitors receipt of the Federal Financial Reports (FFR)
- Administers the closeout of grants



Who reviews? The GMS!

Condition Submissions

- Revised Budget
- Other sources of Funding
- NFI
- Property Documentation
- Landlord Letter of Consent (LLOC)

Monitoring Period

- Annual Federal Financial Reports (FFR)

Project Closeout

- Final Budget Information
- Tangible Personal Property Report (SF-428)
- Final Federal Financial Report (FFR)



Construction Project Types

Construction and Modernization projects with or w/o equipment

- **New Construction**– Projects that create a new building structure or facility, add square footage to an existing facility, or add new paving to the exterior
- **Modernization/Major A&R**– Projects that do not expand the footprint of the building and/or have a total cost of \$1 million or more (federal and non-federal combined), not including moveable equipment
- **Minor Alteration/Renovation**– Projects that do not expand the footprint of the building and/or have a total cost of less than \$1 million (federal and non-federal combined), not including moveable equipment
- Examples – Construction of a new standalone service delivery site; modernizing facility interior

Design-Only (planning portion of a construction project)

- Funds limited to allowable design/planning related costs for an overall construction project
- Example – Proposed site plan

Equipment-Only

- Loose, moveable equipment not affixed to the physical building structure, and with a useful life of more than one year
- Installed equipment that can't be readily shifted from place to place without requiring a change in the utilities or structural characteristics of the facility is considered construction, **not equipment**
- Examples – Purchase of new clinical equipment; purchase of a mobile van

Notice of Award (NoA)

- Notice of Award includes the following:
 - Unique Entity Identifier (UEI)
 - Recipient Project Director
 - HRSA Points of Contact
 - Program Official
 - Grants Management Specialist
 - Award amount
 - Approved budget
 - Terms, Conditions and Reporting Requirements

Department of Health and Human Services
Health Resources and Services Administration

Notice of Award
FAIN# CE1XXXXX
Federal Award Date: 09/22/2023

Recipient Information	Federal Award Information
1. Recipient Name HEALTHY HEALTH CENTER Healthy, USA	11. FAIN# CE1XXXXX
2. Congressional District of Recipient XX	12. Award Identification Number (FAIN) CE1XXXXX
3. Payment System Identifier (ID) XXXXXXX	13. Statutory Authority Consolidated Appropriations Act, 2022, (PL 117-103)
4. Employer Identification Number (EIN) XXXXXXX	14. Federal Award Project Title Congressionally Directed Spending for Construction Projects
5. Data Universal Numbering System (DUNS) XXXXXXX	15. Assistance Listing Number
6. Recipient's Unique Entity Identifier XXXXXXX	16. Assistance Listing Program Title Congressional Directives
7. Project Director or Principal Investigator S Smiley	17. Award Action Type New
8. Project Director ssmiley@healthy.org (000)000-0000	18. Is the Award R&D? No
9. Authorized Official S Smiley2 Too CEO sm2@healthy.or (000)000-0000	

Summary Federal Award Financial Information	
19. Budget Period Start Date 09/30/2023 - End Date 09/29/2026	
20. Total Amount of Federal Funds Obligated by this Action	\$3,000,000.00
20a. Direct Cost Amount	
20b. Indirect Cost Amount	



Notice of Award Terms and Conditions

- Review all NoA terms and conditions before drawing funds
- All award conditions for the project must be approved and lifted via revised NoA before drawing down funds
- Only incur costs or draw down funds to pay for related activities shown in your approved budget and to meet conditions.
- Award cannot be transferred to another entity



Federal Percentage Share

Grant Specific Term in the NoA

Each budget has a Federal Percentage Share based upon the award amount and the total allowable costs. **Grant funds can only be drawn down from the Payment Management System (PMS) as allowable costs are incurred.** Unless otherwise authorized, **draw down should be done in the same proportion as the grant is to total project costs in the approved budget.** For example, for a project with a total allowable cost of \$100,000, and a federal contribution of \$75,000, the federal share is 75 percent. If \$100 in allowable costs are incurred, then \$75 of grant funds would be drawn down from PMS to pay this incurred cost, while the other \$25 will be paid by other sources of funds. The draw down percentage may be re-evaluated based on any modifications to the project that have been received from the grantee and approved by HRSA.



Common NoA Conditions

Due within 60 days of NoA Issuance

- Revised Project-Specific Budget/Budget Justification
- Revised Schematic Drawings
- Project Timeline
- Property Documentation and/or Landlord Letter of Consent

Due within 120 days of NoA Issuance

- Determination of environmental and historic preservation compliance is required
- Notice of Federal Interest



Revised Budget Condition

- Please include the following documents with your submission:
 - Budget Justification/Narrative
 - SF-424C
 - Moveable Equipment List (as applicable)
- A sample budget justification and SF-424C template can be found on the CDS website under “Pre-award forms” [Community Project Funding \(CPF\)/Congressionally Directed Spending \(CDS\) | HRSA](#)



Budget Justification/Narrative

Budget Narrative/Justification

Provides an overview of the anticipated project costs.

This is an example, not a template.

May include:

- Project Type
- Total Project Costs
- Total Grant Request
- Other funding sources

BUDGET JUSTIFICATION EXAMPLE—ABC Health Clinic

Project Type: New Construction

Total Grant Request = \$440,000

Total Project Cost = \$509,000

ABC will completely renovate 2,000 square feet within the existing school based health center (SBHC) and construct a 320 square foot addition. The space will be reconfigured to provide a more controlled waiting area with better circulation and to improve the exam room and records rooms. The restrooms will be renovated to comply with accessibility requirements und the Americans With Disabilities Act and local building codes. The addition will add a third examination room and an additional office. In addition, the roof above the existing exam rooms will be replaced, a sign will be installed at the entrance of the facility, and moveable medical and office equipment will be purchased. These improvements will result in a larger and better organized space, well suited to the services available to the student patient population.

The total ABC project cost is \$509,000. This application requests \$440,000 to support the total construction and equipment cost. The balance of \$69,000 will be paid directly by ABC out of funds in hand.

Construction expansion is anticipated to begin in March 2023 and completed by February 2024.



Budget Justification/Narrative (continued)

- Budget justification should be broken out by allowable and unallowable costs. The allowable costs will include the federal and non-federal costs.
- For each category, costs should be broken out by line item (see Line 1 example).

	ALLOWABLE COSTS	UNALLOWABLE COSTS
Line 1— Administrative and legal expenses	<p>\$3,600 is allocated to pay 's project manager (for work associated with the construction project) and \$29,500 is allocated for an environmental analysis and costs associated with evaluation of the environmental effects of proposed activities and producing an Environmental Statement to the local authorities.</p> <p>Total: \$33,100</p>	
Line 2—Land, structures, right-of-way, appraisals, etc.	The current facility is owned by ABC. No additional land is required for this project.	
Line 3—Relocation expenses and payments	Although temporary relocation will be required for this project, no costs are anticipated for this classification.	
Line 4— Architectural and engineering fees	<p>\$39,000 is the cost for the architectural and engineering fees, which will cover the following: structural, civil engineering, mechanical and electrical design; bid construction documents (plans and specifications); and assistance during the construction bidding (answer questions presented by the contractors).</p> <p>Total: \$39,000</p>	\$2000 is the cost to hire a grant writer to write the grant application.

Budget Justification/Narrative Line 9- Construction

- Costs should be broken out to the extent possible.
- In this example, the \$80,000 new construction cost is broken out by structural, architectural, mechanical, and electrical. A narrative description should be provided for each cost.

Line 9— Construction	<p>\$80,000 is the total cost to construct an addition of 320 square feet. The construction budget is derived from the following cost breakdown: structural (\$16,000), architectural (\$24,000), mechanical (\$22,400), and electrical (\$17,600).</p> <p>The structural cost of \$16,000 is comprised of the following: footing excavation, 6" compacted base course, concrete wall footing, concrete slab on grade, exterior, and roof structure. The architectural cost of \$24,000 is comprised of the following: woods and plastic, thermal and moisture, doors and windows. The mechanical cost of \$22,400 covers the following: air conditioning and ventilation system, water, sewer, and piping systems, cold water, hot water, water storage tank, and piping insulation; and fire protection system. The electrical cost of \$17,600 includes the following: power system, lighting system, communication system, EMT; computer data networking system.</p>	<p>\$20,000 for decorative artwork and sculpture garden.</p>
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Other Budget Considerations

Administrative and Legal Expenses (Line 1)

Are capped at 10% of the total allowable project costs.

Miscellaneous Costs (Line 11)

Are generally no more than 10% of the total allowable project costs.

Contingencies (Line 13)

- The contingency costs are limited to 5% of Lines 7c, 8c, and 9c.
- Any contingency costs above this limit may be listed as “unallowable” costs. This additional amount will not appear on the Notice of Award.
- Note: The final budget cannot include contingency costs.

How to Fill Out the SF-424C

OMB Number: 4040-0008
Expiration Date: 02/28/2022

BUDGET INFORMATION - Construction Programs

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2. Land, structures, rights-of-way, appraisals, etc.	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
3. Relocation expenses and payments	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
4. Architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
5. Other architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
6. Project inspection fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7. Site work	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
8. Demolition and removal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9. Construction	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
10. Equipment	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
11. Miscellaneous	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
12. SUBTOTAL (sum of lines 1-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
13. Contingencies	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. SUBTOTAL	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
15. Project (program) income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Column A should reflect all allowable and unallowable project costs.

Column B should reflect all unallowable project costs.

Column C should reflect all allowable federal and non-federal project costs. These figures should be the exact numbers reflected on the budget section of the Notice of Award.

Line 16c does not need to equate to the awarded amount.

Refer to Appendix B of the CDS Guidance for a list of allowable and unallowable costs for each cost category.



Equipment List Form

Example: Cost \$108,000
Referral MD/Nextgen
HL7 Integration-Bi-
directional interface

DEPARTMENT OF HEALTH AND HUMAN SERVICES		Grantee Name	<insert grantee name>		
		App Tracking #	Grant Number		
		<insert no.>	<insert grant number>		
Health Resources and Services Administration		Project Number	Project Type		
		<insert no.>	<insert project type: Construction, Alteration/Renovation or Equipment-Only>		
EQUIPMENT LIST		Project Title			
		<insert project title>			
List of Clinical and Non-Clinical Equipment					
Type	Description	Unit Price	Quantity	Total Price	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	



Notice of Federal Interest (NFI)

- New construction projects and alteration/renovation projects with a total project cost of \$1,000,000 or more are required to file a Notice of Federal Interest (NFI)
- The NFI template can be found on the CDS website under “Post-Award Forms” [Community Project Funding \(CPF\)/Congressionally Directed Spending \(CDS\) | HRSA](#)
- For applicants who are not required to file an NFI
 - Federal Interest still exists
 - Maintain documentation regarding protection of all Federal Interest
- For equipment and design only projects, an NFI is not required



Prior Approval Required

- **Grant Specific Term # 4 in your NoA:**

4. All post-award requests, such as significant budget revisions or a change in scope, must be submitted as a Prior Approval action via the Electronic Handbooks (EHBs) and approved by HRSA prior to implementation. Grantees under “Expanded Authority,” as noted in the Remarks section of the Notice of Award, have different prior approval requirements. See “Prior-Approval Requirements” in the DHHS Grants Policy Statement: <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>.

- **Common Types of Prior Approval Requests:**

- Rebudgeting (project costs exceeding 25% of the total approved budget)
- Project Director Change
- Project Scope Changes
- Extension Without Funds (extend the project period beyond September 2027)

Once approved, a Revised NoA is issued (new conditions may apply)



Project Changes (Budget and/or Scope)

- **Common Examples:**
 - Change of physical site location
 - Major changes to the equipment items already approved
 - Adding work not included in the original, approved application
- **If considering project changes, reach out to your Program Official (PO). Depending on the project changes, Prior Approval may or may not be required.**



Federal Financial Report

Federal Financial Report (FFR) – SF-425

- Reviewed by Grants Management Specialist
- Submitted in the Payment Management System (PMS)
- If you have questions about your FFR due dates or require a FFR extension, please reach out to your GMS

**Federal
Financial
Report**

Procurement Rules

- **Grantees must comply with applicable procurement regulations as detailed in CFR 45 part 75:** All contracts for goods and services equal or greater than \$250,000 must be competitively bid.
- **The simplified acquisition threshold applies to work < \$250,000**
Recipients should keep in mind that they still need to get more than one quote (not bids) for the work to determine that the costs are reasonable, and the threshold shall not be broken down into several purchases or artificially reduced to smaller quantities to permit negotiations under simplified acquisition procedures.
- **The Davis-Bacon Act does not apply to CPF/CDS funding. However, you must follow state and local requirements for prevailing wages and fair labor policies.**



Reminders

- Review all the terms and conditions on your NOA.
- Respond to conditions as applicable.
- Submit all reporting requirements within the applicable timeframe.
- Award funds can only be used for your approved CDS project. Costs drawn down for items that were not described in your approved budget are subject to audit disallowance.
- If significant revisions to the approved budget are needed, a Prior Approval may be required in EHB. Please discuss with your PO and GMS.
- All requested changes must be approved before recipients undergo modifications.
- Contact your PO or Grants Management Specialist with questions/concerns.



HRSA Electronic Handbook (EHBs) Registration

- The Project Director and Authorizing Official listed on the NOA are required to register within HRSA's EHBs. Registration within HRSA EHBs is required only once for each user for each organization they represent.
- Visit <https://grants3.hrsa.gov/2010/WebEPSEExternal/Interface/common/accesscontrol/login.aspx> to use the system.
- Additional help is available online or from the HRSA Call Center at 877-Go4-HRSA/877-464-4772.



EHBs Portfolio



**Add your new grant
to your portfolio!**

<https://www.youtube.com/watch?v=KmqVPD6vurY>

Electronic Document Submission into EHB

- Award recipients are required to submit all documentation in response to what is identified as a condition of award or reporting requirement on the NOA into HRSA's Electronic Handbook (EHB) by the designated due date
- By default, the recipient's Project Director as shown on the NOA will have access to all EHB submissions
- All other users must be given privileges to view, edit, or submit by the Project Director or other user with the ability to Administer User Privileges in the Grant Handbook
- HRSA Program or Grants Management Personnel may also request other information through the EHB by either requests for information or additional conditions

****Failure to respond to submission requirements
in a timely manner may result in drawdown restriction****



Who Submits the Report?

Only the **Project Director/Authorizing Official** associated with the grant award can certify and submit the report in EHB.

Topic	Issue	Helpful Tip
Grant Access	I can't find the grant listed when I log into EHB.	Make sure the CDS grant is added to your account. You can use the Grant Portfolio guide or watch this Grant Portfolio video about how to add a grant to your portfolio. For more guidance, call 877-464-4772.
Role Access	I am the Project Director, but I am unable to access or submit the report.	Make sure the Project Director role is added to your account. Although listed on the Notice of Award, the EHB role is not automatically added. You can use this Register a Project Director guide or watch this How to Change a Project Director video about how to add the PD role. For more guidance, call 877-464-4772.
Project Director Change	Our Project Director changed and I need help adding a new one.	Submit a Prior Approval request to change the Project Director. Please also reach out to your Program Official (PO) to notify them of this matter and obtain instructions on submitting a request. This How to Change a Project Director video is also helpful for the process.

Payment Management System

- The funds for this award are in a sub-account in the Payment Management System (PMS). This allows recipients to specifically identify the individual award for which they are drawing funds and will assist HRSA in monitoring the award.
- You may use your existing PMS username and password to check your organizations' account access. If you do not have access, complete a PMS Access Form (PMS/FFR Form) found at: <https://pmsapp.psc.gov/pms/app/userrequest>.
- If you have any questions about accessing PMS, contact the PMS Liaison Accountant as identified at:
 - ✓ <http://pms.psc.gov/find-pms-liaison-accountant.html>
 - ✓ PMS Help Desk [PMS Self-Service Web Portal](#) or call 877-614-5533



THANK YOU!

Office of Special Activities and
Division of Grants Management Operations (DGMO)

Office of Federal Assistance and Acquisition Management (OFAAM)
Health Resources and Services Administration (HRSA)

[Email Us](#)



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www.HRSA.gov



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